

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92) RMC

12/21/95
[Signature]

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

(1) DEPARTMENT, BOARD OR COMMISSION
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
DIVISION, BUREAU OR OTHER UNIT
LAW DIVISION
ADDRESS
1227 "O" STREET, SUITE 324, SACRAMENTO, CA 95814

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

CHECK THE APPROPRIATE BOX:

(2) ☐ New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)

(3) ☒ Revising a previous schedule. (Complete boxes 5 - 12.)
(A new approval number will be assigned.)

(4) ☐ Amending some pages of a previous schedule. (Complete boxes 8 - 12.)
(The original approval number will remain in effect.)

(916) 445-2294 or CALNET 485-2294	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	LD-1995	8-31-95	1	40.0- 81
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
PREVIOUS SCHEDULE INFORMATION (If applicable)	L.O.-1988	88-366	7-29-88	2

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE, MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	(14) TITLE	(15) DATE SIGNED
[Signature]	Chief Attorney	9-1-95

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST	(17) TITLE	(18) NAME (Printed or Typed)	(19) TELEPHONE	(20) DATE SIGNED
[Signature]	BUSINESS SERVICE OFFICER	HELEN WONG	916-653-2188	9-8-95

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

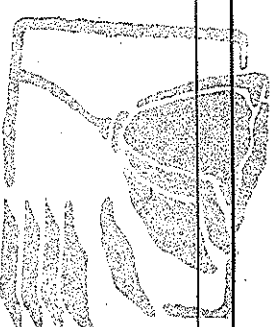
(21) SIGNATURE--OIS CONSULTANT	(22) APPROVAL NUMBER
[Signature]	96 011
(23) TITLE	(24) DATE SIGNED
Information Management Consultant	1-8-96

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
STATE ARCHIVES

(27) SIGNATURE--CHIEF OF ARCHIVES	(28) DATE SIGNED
[Signature]	JAN. 24 1996

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) VETERANS AFFAIRS		SCHEDULE NUMBER (2) LD-1995	DATE (3) 8-28-95
ORGANIZATIONAL UNIT LAW DIVISION		PAGE 1	OF 1 PAGES (4)
ADDRESS (number, street, city) 1227 "O" STREET, SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 96 011	

ITEM NUMBER (6)	CUBIC FEET (7) (Triple-space between items)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	15.6	TRANSFER TO ARCHIVES	COURT CASE RECORDS								
			Open Court Files	P		5			5		
2	34	TRANSFER TO ARCHIVES	Closed Court Files	P		10			10		
3	9.5	TRANSFER TO ARCHIVES	Closed Appeal Files	P		10			10		
4	12.0	TRANSFER TO ARCHIVES	ADMINISTRATIVE RECORDS								
			Subject Files, listed alphabetically	P		PERM			PERM.		
5	10	TRANSFER TO ARCHIVES	Regulation Files	P		PERM			PERM.		

MEMORANDUM

Secretary of State
California State Archives

DATE: May 29, 2003

TO: Joseph M. Maguire, Deputy Secretary Legal Affairs/Chief Counsel
Dept. of Veterans Affairs

FROM: Sydney Bailey, Archivist 

SUBJECT: Records Retention Schedule, Approval # 96-011 (Veterans Affairs,
Schedule #LD-1995, Items 2, 3, and 4)

It has come to my attention via a telephone conversation with your Records Management Coordinator, John Alton, and a follow-up letter by Siva Reyna, Legal Support Supervisor I, that records flagged for transfer to the California State Archives have been either destroyed or cannot be located. The specific records are described in the Records Retention Schedules listed above. ALL RECORDS FLAGGED "TRANSFER TO ARCHIVES" MUST BE TRANSFERRED WHEN THE RETENTION PERIOD IS COMPLETED.

Under Government Code 14755(a):

No record shall be destroyed or otherwise disposed of by any agency of the state, unless it is determined by the director that the record has no further administrative, legal, or fiscal value and the Secretary of State has determined that the record is inappropriate for preservation in the State Archives.

The State Archives, as a division of the Secretary of State's Office, has the responsibility to preserve and protect agency records that have been identified by Archives staff as having archival value. The records noted above were flagged as such records and, therefore, should have been transferred.

I would appreciate your cooperation in preventing the destruction/loss of "archival" records and, thus, in following the law as outlined in the State Records Management Act.

If you have any questions, please call me at 653-6734.

cc: John Alton, Records Management Coordinator, Dept. Veterans Affairs
Jack Fort, Records Management Consultant, Dept. of General Services
Walter P. Gray III, Chief, Archives and Museum Division, Office of the Secretary of State
File

GRAY DAVIS, Governor

STATE OF CALIFORNIA

**DEPARTMENT OF VETERANS AFFAIRS**

OFFICE OF THE DEPUTY SECRETARY/CHIEF COUNSEL

1227 "O" Street, Room 306

SACRAMENTO, CALIFORNIA 95814

Telephone: (916) 653-2539

Facsimile: (916) 653-2454

K. MAURICE JOHANNESSEN
SecretaryR. THOMAS KRAUS
Undersecretary

May 28, 2003

VIA FACSIMILEState Records Appraisal Program
Attention Sydney Bailey, Archivist
California State Archives
1020 "O" Street
Sacramento, California

Re: Line Item Changes

Dear Ms. Bailey:

The Line Items listed on the previous Records Retention Schedule do not exist in the office at this time. Please accept our revised Line Item listing 2, 3 and 4 indicating for closed court files, adverse actions, appeals and legal opinions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Siva Reyna".

SIVA REYNA
Legal Support Supervisor I**OUR MISSION**
"PROTECT AND SERVE VETERANS"

DEPARTMENT OF VETERANS AFFAIRS**TELECOPY COVER SHEET****(916) 653-2454**

If there is a problem with transmission or if all pages are not received, please call (916) 653-2539 for retransmission.

TO: Sydney Bailey
Archivist
California State Archives

Facsimile: 653-6734

FROM: SIVA REYNA
Legal Support Supervisor
Department of Veterans Affairs

Date: May 28, 2003

RE: Line Item Listings

Number of pages including this cover page: 2

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